



**OREGON OLDTIME FIDDLERS' ASSOCIATION
(OOTFA)**

JOB DESCRIPTION

HANDBOOK

TABLE OF CONTENTS

JOB DESCRIPTIONS

STATE LEVEL POSITIONS

	Page
State President	1
State Vice-President	2
State Secretary	3
State Treasurer	4
State Membership Chair	9
State Hoedowner Editor	10
State Parliamentarian	11

DISTRICT LEVEL POSITIONS

District Chair/Vice Chair	12
District Secretary	13
District Treasurer	14
District BottleDrop Coordinator	16
District Greeter	17
District Hoedowner Reporter	18
District Membership Chair	19
District Program Scheduler	20
District Public Relations Coordinator	21
District Sound Equipment Manager	22
Other Various Positions	23

OREGON OLDTIME FIDDLERS' ASSOCIATION (OOTFA)

JOB DESCRIPTION

JOB TITLE: STATE PRESIDENT

REPORTS TO: OOTFA Board of Directors

JOB OVERVIEW:

Elected and serves OOTFA as President for one (1) year, with a two (2) term limit. Acts as Chief Executive Officer of OOTFA and Chair of the Executive Committee (President, Vice-President, Secretary and Treasurer). Communicates regularly with the state officers and Board of Directors. Schedules and conducts OOTFA Board of Director meetings and OOTFA membership meetings. Appoints committees and committee members as needed.

RESPONSIBILITIES AND DUTIES:

1. Preside at all state membership meetings assisted by the Vice President when necessary.
2. Preside at all Board of Director meetings assisted by the Vice President when necessary.
3. Present an Annual Report to the membership at the State Convention.
4. Appoint the Hoedowner Editor annually.
5. Appoint the Parliamentarian annually.
6. Appoint the State Membership Chair annually.
7. Appoint a committee to select person/persons for the OOTFA Norm Nash Distinguished Service Award and the Bill Yohey Award.
8. Award and the Bill Yohey Award.
9. Appoint an individual or committee to obtain a financial review of state and district books which shall be closed on June 30 of each year and submitted by September 15 of each year to an independent CPA, who shall file our annual IRS form 990 in a timely manner.
10. Appoint one head teller and two assistant tellers for elections at the Spring Bi-Annual membership meeting.
11. Appoint a Chair and two (2) member screening committee to review grant applications for the Kielhorn Funds. These members:
 - A. Are neither state nor district OOTFA officers.
 - B. Will serve for twelve (12) months.
12. Appoint a director to coordinate the official Annual Oregon State Fiddle Contest.
13. Appoint an individual or committee to coordinate the State Convention.
14. Such other duties applicable to the office as prescribed by the parliamentary authority adopted by OOTFA, or required by Oregon state or federal statutes that are not in conflict with OOTFA Bylaws.

OREGON OLDTIME FIDDLERS' ASSOCIATION (OOTFA) JOB DESCRIPTION

JOB TITLE: STATE VICE PRESIDENT (VP)

REPORTS TO: OOTFA President

JOB OVERVIEW:

Elected and serves OOTFA as Vice President for one (1) year, with a two (2) term limit. Will assist the State President during their term of office. In the event the OOTFA President is unable to carry out the duties either temporarily or permanently, the VP will assume the responsibilities of the OOTFA President. The VP will preside over the Scholarship Committee by appointing a chair and dispersing OOTFA scholarship funds in a responsible manner.

RESPONSIBILITIES AND DUTIES:

1. Preside over the meetings in the absence of the President.
2. Serve on the Executive Board for OOTFA.
3. Chair the State Scholarship Committee and appoint up to three (3) committee members for the term of one (1) year. Committee members may serve multiple terms.
4. Be responsible for prominently displaying the OOTFA Norm Nash Distinguished Service Award plaque at state functions when possible.
5. Such other duties applicable to the office as prescribed by the parliamentary authority adopted by OOTFA, or required by Oregon state or federal statutes that are not in conflict with OOTFA Bylaws, or requested by State President.

OREGON OLDTIME FIDDLERS' ASSOCIATION (OOTFA) JOB DESCRIPTION

JOB TITLE: STATE SECRETARY

REPORTS TO: OOTFA President

JOB OVERVIEW:

Elected and serves OOTFA as Secretary for one (1) year, with no term limit. Takes and distributes minutes of all board and state membership meetings. Communicates regularly with state officers and sends out meeting notices.

RESPONSIBILITIES AND DUTIES:

1. Serve on the Executive Board for OOTFA.
2. Keep the records of the organization i.e. all minutes, Kielhorn Grant requests and other official documents and information, except for financial records which are kept by the State Treasurer.
3. Send Call-to-Meeting notice of all state board and membership meetings at least 30 days prior to meeting. Announce such meetings in "The Hoedowner".
4. Compile board packets for the board meeting...one per district, state officers & Parliamentarian.
5. Provide hand-outs at the membership meetings pertaining to the business at hand.
6. Take roll call at meetings and consult with Parliamentarian as to a quorum.
7. At the first meeting after state and district officers have been elected, have District Chair review their district notebooks for current OOTFA Bylaws, job descriptions and policies and procedures.
8. Take the minutes of board and membership meetings and distribute in a timely manner.
9. Receive Kielhorn Grant applications.
 - a. Send on to the Kielhorn grant committee chair.
 - b. Take the committee recommendation to the next board meeting for final decision.
 - c. Send application and decision to State Treasurer for further action.
 - d. If denied, send back to Kielhorn grant committee for further action.
10. For OOTFA state elections at convention, have ballots ready for each elected office in case of a contested office
11. Obtain a signed Conflict of Interest, Code of Conduct and Sexual Abuse and Molestation Prevention agreement from each Board of Director annually.
12. Other duties as assigned by the Board of Directors.
13. Such other duties applicable to the office as prescribed by the parliamentary authority adopted by OOTFA, or required by Oregon state or federal statutes that are not in conflict with OOTFA Bylaws.

OREGON OLDTIME FIDDLERS' ASSOCIATION (OOTFA)

JOB DESCRIPTION

JOB TITLE: STATE TREASURER

REPORTS TO: State President

JOB OVERVIEW:

Elected and serves OOTFA as Treasurer for a one (1) year term, with no term limit. The purpose of financial management in the operation of all OOTFA activities is to fulfill the association's mission in the most effective and efficient manner and to remain accountable to stakeholders, including members, funders, contractors, and the community. In order to accomplish this, OOTFA commits to providing accurate and complete financial data for internal and external use by the Board of Directors. The Board of Directors is ultimately responsible for the financial management of all OOTFA activities. It is crucial that complete and transparent records be maintained for the organization. This includes all state and district checking and savings accounts, all certificates of deposit, all unrestricted, temporarily restricted and permanently restricted funds received and disbursed. The State Treasurer is authorized to act on the Board of Director's behalf on financial matters when action is required in advance of a meeting of the board.

RESPONSIBILITIES AND DUTIES:

1. Serve on the Executive Board for OOTFA
2. Maintain an accurate accounting of the state and all 10 districts' checking and savings accounts, and all certificates of deposit
3. Maintain an accurate accounting of the Kielhorn Trust account and the trust at Oregon Community Foundation (OCF) on behalf of OOTFA.
4. Maintain an accurate accounting of all fund-raising activities on behalf of OOTFA
5. Collect an annual inventory of district equipment.
6. Attend all board meetings and give an accurate accounting of all financial accounts.
7. Certify our OOTFA State Contest with the National Oldtime Fiddlers, Inc. in Weiser, Idaho prior to our State Contest
8. Attend the OOTFA State Fiddle Contest and disburse award checks.
9. Attend the OOTFA State Convention.
10. Such other duties applicable to the office as prescribed by the parliamentary authority adopted by OOTFA, or required by Oregon state or federal statutes that are not in conflict with OOTFA Bylaws.

DETAILED INSTRUCTIONS:

1. **Maintain an accurate accounting of the state and all 10 districts' financial accounts, and all certificates of deposit:**
 - A. Maintain accurate records for the state checking and savings accounts, and certificates of deposit, both with spreadsheets and QuickBooks. Verify that all records balance with the bank or credit union statements
 - B. For the state checking account, receive all 20% shares from the districts of net income from jams and events and deposit in U.S. Bank checking account.
 - C. Receive monthly from each district their reporting by spreadsheet and bank or credit union statement(s) all their district's financial accounts. Post these to the yearly spreadsheets for each district and verify the accounts balance.
 - D. Track income/expenses by unrestricted/restricted. Tract income/expenses by unrestricted, temporarily restricted and permanently restricted funds. Enter all funds into general ledger spreadsheet. Keep an additional spreadsheet just for the temporarily restricted and restricted funds to track that these funds were used for the purpose they were received.

- Enter all transactions, both state and district, into QuickBooks and verify that they agree with the spreadsheets.
- E. Beginning July 1 of each year, start to compile fiscal year end reporting to send to the OOTFA reviewer.
 - F. Print out the complete 12-month spreadsheet for each district.
 - G. Create a Statement of Financial Activities report for each district and make sure that the totals agree with the spreadsheets.
 - H. Strive to get all records to the reviewer in a timely manner.
 - I. Once the reviewer has completed the review and returns all work, upload through ShareFile all documents to Kern and Thompson, CPA, who will prepare our annual tax filing for a 501(c)3 non-profit. They will send the finished product back with:
 - 1) A Form 8879 Federal Return of Organization Exempt from Income Tax. This will allow Kern and Thompson, CPA to e-file the Federal return electronically on our behalf. Sign this form, make a copy for the records, and mail the original back to them.
 - 2) A Form CT-12 for Oregon Corporations and Trusts – Kern and Thompson, CPA will fill out the form, Sign and date the form, make a copy for the records, then mail with a check for (currently) \$167 to:

Department of Justice
Charitable Activities Section
100 SW Market Street
Portland OR 97201-5702
 - J. The documents received throughout the year from the districts and sent to the reviewer (bank statements, spreadsheets, and any other supporting documents provided by the districts) are to be returned to the District Treasurers, either by handing out at the next quarterly meeting or mailing to them.
 - K. Maintain the set of yearly spreadsheets of each district and the Statement of Financial Activities back from the reviewer in the archive's files.
 - L. 1099 Reporting: the 1099s are calculated on a calendar year basis. The last week in December, send an email to each District Treasurer, requesting that they send their December reconciliation as soon as they are able to get the bank or credit union statement for the month.
 - M. Run a report in QuickBooks (and compare against the spreadsheets) to obtain a total annual expenditure to all who received \$600 or more. This includes all individuals and businesses or organizations that provide a service (NOT supplies or products, or purchases from a corporation or non-profit.)
 - N. Purchase from an office supply (i.e. Staples) the Form 1099-Misc. and special envelopes. Fill out one for each person or business/organization. The original is mailed intact (do not separate the originals) to the Federal government along with the Form 1096 Summary and Transmittal. The address is on the 1099.
 - O. Mail the payees their individual 1099s in the special envelopes. Electronically file the state reporting of the 1099s. The link is:
www.oregon.gov/dor/program/businesses/pages/iwire/asp Receive verification that the submission has been successful. Print for the records.
2. **Maintain an accurate accounting of the Kielhorn Trust account and the Trust at Oregon Community Foundation (OCF) on behalf of OOTFA.**
Obtain access to the on-line account at OCF through a portal. Using a password, print the statements and post to the spreadsheets kept for tracking and reporting purposes.
 3. **Maintain an inventory of all equipment belonging to the district on the Inventory Form showing:**
 - A. Description of item
 - B. Date of purchase
 - C. Original Cost
 - D. Location of where it is stored currently.

4. **Attend all board meetings and give an accurate accounting of all financial accounts:**
 - A. At the quarterly state and bi-annual membership meetings, report and supply copies (20 for board and an additional 30 to hand out at the membership meetings) to all attending of the financial status of all accounts within OOTFA. The report should include both the proposed budget and the Statement of Financial Activities for the fiscal year to date.
 - B. Reimburse the Executive Board and Parliamentarian mileage (at the published Federal Business reimbursement rate) and any expenses for which they present receipts (printing copies, etc.)
 - C. At the June board meeting, present the proposed budget for the next fiscal year.
 - D. Maintain copies of records pursuant to OOTFA records retention policy.

5. **Certify our OOTFA State Contest with the National Oldtime Fiddlers, Inc. in Weiser, Idaho prior to our State Contest**
 - A. Verify with Oregon State Contest Director that nothing has changed since last year regarding the different divisions to be certified.
 - B. Go to National Oldtime Fiddlers website (www.fiddlecontest.org) and download the entire Certification Application Package which includes:
 - 1) Chairman's Letter
 - 2) Certification Overview
 - 3) Guidelines and Rules
 - 4) Application for Contest Certification
 - 5) Contest Certification Agreement
 - 6) Print from our OOTFA Bylaws Article III. Official State Fiddle Contest Rules
 - C. Complete the "Annual Application for Contest Certification" form and the "Contest Certification Agreement" form and send them, along with a check for \$195 (currently) and a copy of our Oregon State Contest Rules (available on our website (OOTFA.org)) and mail all to:
National Oldtime Fiddlers, Inc.
P O Box 447
Weiser, Idaho 83672
 - D. Receive from Weiser the certificates to be given to each first-place winner in each division.

6. **Attend the OOTFA State Fiddle Contest and disburse award checks.**
 - A. Prior to the day of contest:
 - 1) Make a couple copies of the form "Division Prize Money, Trophies and Certificates" in case of errors in completing on the day of the contest.
 - 2) Make sufficient copies to fill out the form "Winners Information Sheet" for each division. The form will hold 2 divisions per sheet.
 - 3) Make sufficient copies to fill out the form "Top 5 Certified Winners" - one form for each division.
 - 4) With the state checkbook, leaving the "payee" blank, write all checks for all awards (noting these on the "Division Prize Money..." form), and the judges' checks.
 - 5) Draw from the checking account at U.S. Bank start-up cash of \$300.00 for the admission table, in denominations of \$1's, \$5's, \$10's, and a couple \$20's. It makes it easier if admission charge is in \$5.00 increments. It is also advisable to have an additional cash box to keep in the office to hold monies received for various reasons.
 - B. Bring to the contest:
 - 1) All completed forms and blank forms
 - 2) The certificates received from Weiser for first place winners
 - 3) The OOTFA state checkbook
 - 4) 2 blue U.S. Bank money bags
 - 5) Cash box with \$300 and extra cash box
 - 6) About 70 legal envelopes for award checks
 - 7) About 10 manila envelopes to hold the certificates
 - 8) 3 or 4 ink pens

- 9) An OOTFA State Roster
- 10) Several blank reimbursement forms
- C. During the day of the contest:
 - 1) As the top 5 winners in each division are announced, add their names to the form "Division Prize Money".
 - 2) Write the award checks and put each in a legal envelope, with their name and division on the outside.
 - 3) On the certificates which Weiser sent, write the name of the first-place winner in each division (partially fill out prior to the contest, except for awardee names.) There are a couple extras in contest folder. Even though we don't do the certified contest, they want the 1st and 2nd place contest winners to certify them for their certified contest at Weiser.
 - 4) Be sure to write checks for the 3 judges. The contest chairperson will file a reimbursement for expenses incurred regarding the contest.
 - 5) Write checks for any other request from Contest Director for expenses incurred on behalf of the state contest, (i.e. rent of facility, etc.).

7. Attend the OOTFA State Convention.

- A. Obtain the date of the convention one year ahead of time. Write a check for the event when presented with the contract from the venue spelling out the charges agreed upon and any appropriate charges as presented.
- B. Accept and keep records on all financial donations to hold the event, give receipts to donors for their records.
- C. Store any equipment/cash boxes/supplies needed for the event and take to event.
- D. Depending on what the venue wants or event plans are, collect any monies needed: i.e. camping fees, banquet, etc. and pay out as appropriate.
- E. Contact the OOTFA insurance agent and request a certificate of insurance as required by venue contract with a copy to the state convention chair. Confirm receipt of certificate.
- F. Obtain cash to open registration table and various needs, i.e. raffle table, change. Control all monies, remove daily and store in secure area, reopening table daily by 8am.
- G. Set out a welcome table for registration and information. Make out a schedule to ensure there is someone responsible to be available for various questions and recording attendance to various scheduled events, to collect any monies due, i.e. banquet tickets etc.
- H. Assist State Secretary in keeping schedule of day on track in any way needed.
- I. At close of event, pay any bills due to date. Close up table and pack up supplies for another year, take home to store.
- J. Deposit all monies, including startup cash, dedicated back to state funds.
- K. Keep a separate accounting of the event and present to the Board of Directors when complete.

8. Review:

Close books on June 30th of each year. Records required are:

- 1) General ledgers and statements of financial activities for both the state and all 10 districts' accounts.
- 2) Receipt books.
- 3) Check register.
- 4) Cancelled checks (copies acceptable).
- 5) Paid receipts, vouchers, etc. (bills paid).
- 6) Temporarily and permanently Restricted fund receipts.
- 7) Statements of compliance of use of temporarily and permanently restricted funds from recipients.
- 8) Bank and/or credit union statements.
- 9) Deposit receipts.
- 10) Donation receipts.
- 11) Inventory list including date acquired, cost and method of acquisition.

- 12) Signed Conflict of Interest, Code of Conduct, Sexual Abuse and Molestation Prevention Agreement and Delegation of Authority agreements.
- 13) Any other records not listed above.
- 14) Receive the financial reconciliation from all 10 districts by July 15th to close the state and district books for the year ending June 30.

9. **Miscellaneous Information:**

Blank checks and deposit slips are ordered through Costco using a membership card and a personal bank/credit union account, then once checks are received, reimbursement will be made.

10. **Miscellaneous Forms:**

- A. Reimbursement Request (One per page)
- B. Reimbursement Request (Two per page)
- C. Records Retention Policy

OREGON OLDTIME FIDDLERS' ASSOCIATION (OOTFA) JOB DESCRIPTION

JOB TITLE: STATE MEMBERSHIP CHAIR (SMC)

REPORTS TO: OOTFA President

JOB OVERVIEW:

Appointed by the OOTFA President for one (1) year, with no term limit. Processes membership forms & dues from individuals and each of the districts. Attends all state gatherings including convention, contest and membership meetings. Works closely with the State Treasurer, State Secretary and Hoedowner Editor.

RESPONSIBILITIES AND DUTIES:

1. Develop/review membership process and updates as needed.
2. Develop/review membership Forms and updates them as needed. Order forms/supplies when needed.
3. Update job description for District Membership Chair (DMC) and distribute as needed.
4. Receive mailings from the DMC and/or District Treasurer regularly. (District makes this decision).
5. Receive membership dues directly from in-state and out-of-state households. Fills out appropriate forms and send the duplicate form to the DMC.
6. Verify and deposit all monies into the state bank account at US Bank. List names and accounts on deposit slip.
7. Develop a membership list for January 1-December 31. Archive the prior December 31 list.
8. The current membership dues per household are as follows (subject to change) paid by cash or check only.
 - A. \$20 per year for our newsletter, "The Hoedowner" received in PDF format by Email.
 - B. \$25 per year for our newsletter, "The Hoedowner" received in print by mail.
 - C. Renewing members pay the full amount whenever they pay during the year.
 - D. New member's dues are prorated: 3/4 in April, 1/2 in July and 1/4 in October.
9. Keep the state copies of the registration forms together for 7 years or as required by law.
10. Provide a computer printout on the status of each district on a quarterly basis.
11. Attend quarterly board meetings and bi-annual membership meetings and report on membership totals and trends.
12. Maintain a table at bi-annual membership meetings and other state gatherings to collect dues and answer questions.
13. Provide the membership list of by mail recipients for "The Hoedowner" to the printer by the 20th of each month.
14. Send the PDF format Hoedowner membership list 3-4 days prior to the new month.
15. Office supplies and postage are paid by OOTFA-
16. Welcome new members by listing in "The Hoedowner". Send a new member packet quarterly.
17. Each spring, prepare the membership roster in both print and PDF format

OREGON OLDTIME FIDDLERS' ASSOCIATION (OOTFA) JOB DESCRIPTION

JOB TITLE: STATE HOEDOWNER EDITOR

REPORTS TO: OOTFA President

JOB OVERVIEW:

Appointed by the OOTFA President for one (1) year, with no term limit. Serves as the Editor of the state newsletter, The Hoedowner. The editor must have excellent computer skills in layout and design. The editor communicates with the District Hoedowner Reporters frequently, especially during the first half of a month, answering questions and giving advice. District articles up to 300 words are due by the 14th of each month.

RESPONSIBILITIES AND DUTIES:

1. Collect information from the districts, State President, Junior Hoedowner, Tune of the Month, State Membership Chair and other contributors.
2. Edit all and copy read all articles submitted for the newsletter.
3. Obtain pictures from the districts and OOTFA members, making sure the captions have individuals' names spelled correctly.
4. Once all the information for the next month's Hoedowner is compiled, either;
 - A. format it into a camera-ready version and send for print (by 23rd of the month) or
 - B. send to the Hoedowner printer for formatting (by 18th of the month) with a final proof check completed by you and another set of eyes before printing by the 23rd of the month. There is an extra charge for this service
5. Confirm that the State Membership Chair has sent the mailing list to the printer by the 20th of the month.
6. Create an online PDF format which includes hyperlinks where appropriate
7. Provide the online PDF format to the State Membership Chair for distribution.
8. Confirm that both mailings (by mail and PDF formats) were sent at least 4 days prior to the new month.

OREGON OLDTIME FIDDLERS' ASSOCIATION (OOTFA) JOB DESCRIPTION

JOB TITLE: STATE PARLIAMENTARIAN

REPORTS TO: OOTFA President

JOB OVERVIEW:

Appointed by the OOTFA President for one (1) year, with no term limit. The Parliamentarian shall serve principally as an advisor to the State President on Parliamentary rules. Robert's Rules of Order, Newly Revised, shall be the authority in any matter not covered by the OOTFA Bylaws.

RESPONSIBILITIES AND DUTIES:

1. Attend and participate in OOTFA quarterly board and bi-annual membership meetings. Parliamentarian will be entitled to submit expenses for mileage reimbursement.
2. Be a neutral consultant and advisor to the State President in parliamentary matters.
3. Call to the attention of the State President in an unobtrusive way any error in proceedings.
4. And such other duties applicable to the position as prescribed by the parliamentary authority adopted by OOTFA or requested by State President.

OREGON OLDTIME FIDDLERS' ASSOCIATION (OOTFA)

JOB DESCRIPTION

JOB TITLE: DISTRICT CHAIR OR VICE CHAIR

REPORTS TO: OOTFA President

INTRODUCTION:

Welcome to your new job as a District Chair or Vice Chair in the Oregon Oldtime Fiddlers' Association. As a 501(c)3 non-profit corporation, we are bound by applicable state and federal statutes. OOTFA Bylaws, Standing Rules and Policies and Procedures Handbook can provide a guide for compliance to these statutes. Election to the office of the District Chair or Vice Chair means that you agree to conform to and become familiar with the Bylaws, Standing Rules, Policies and Procedures, Conflict of Interest and Directors and Officers Code of Conduct.

JOB OVERVIEW:

Elected and serves as District Chair or Vice Chair for one (1) year, with a two (2) term limit. The Vice Chair, District Treasurer and District Secretary comprise other elected officers. The Vice Chair assumes the duties of the District Chair as needed. Responsible for coordinating the efforts of the district to meet OOTFA's mission, the District Chair will need to be familiar with the Bylaws, Standing Rules, and Policies and Procedures, as well as the details of performing each job in the district. Conduct district meetings and attend quarterly board meetings. Obtain volunteers to perform job positions as outlined in the Job Description Handbook appropriate to the district.

RESPONSIBILITIES AND DUTIES:

1. Represent the district at the state level and serve on the OOTFA Board of Directors.
2. Attend four (4) state quarterly board meetings and bi-annual membership meetings.
3. Report to the state on the district's financial situation and events.
4. Ensure that all district officers review and sign the Officers and Directors Code of Conduct and Conflict of Interest documents.
5. Hold the required number of district meetings per year.
6. Ensure that after the venue rent is deducted, each district shall pay to the State Treasurer twenty percent (20%) of ALL monies taken in by the districts, with the exception of grants and monies donated exclusively for scholarships or as directed donations.
7. Ensure that all checks are signed by any two of the four elected officers. Ensure that a minimum of two (2) elected officers will sign a bank form showing their term and signature as of July 1st each year.
8. Ensure that the District Treasurer has the district books ready for review after balancing the June bank statement and send to the State Treasurer.
9. Encourage representation from the district at all state OOTFA meetings. Encourage members to visit other districts in the state.
10. Ensure that district internet presence is maintained, if applicable.
11. Ensure that functions or events using the name OREGON OLDTIME FIDDLERS' ASSOCIATION abide by the Bylaws, Standing Rules and Policies and Procedures.
12. Request a Certificate of Insurance from the State Treasurer for any special or large event. Ensure it is received in a timely manner.
13. Provide a Delegation of Authority to the officers and some members. A copy of the Delegation of Authority can be found in the Policy and Procedures Handbook.
14. Obtain members to fill volunteer positions as needed.

OREGON OLDTIME FIDDLERS' ASSOCIATION (OOTFA) JOB DESCRIPTION

JOB TITLE: DISTRICT SECRETARY

REPORTS TO: District Chair

JOB OVERVIEW:

Elected and serves as District Secretary for one (1) year, with no term limit. Attends each district meeting and takes the official minutes.

RESPONSIBILITIES AND DUTIES:

1. Take the minutes for district member meetings.
2. Make the minutes available to all district members.
3. Keep the district minutes in a notebook with past minutes.
4. Announce the district meeting date and time in the district calendar of "The Hoedowner" at least 30 days prior to such meetings.
5. Confirm that each district meeting has a quorum as stated in the OOTFA Bylaws.
6. For elections, have ballots ready for each elected office in case of a contested office.
7. Tally votes for all motions.
8. Take on such other duties as assigned by the District Chair.

OREGON OLDTIME FIDDLERS' ASSOCIATION (OOTFA)

JOB DESCRIPTION

JOB TITLE: DISTRICT TREASURER

REPORTS TO: OOTFA District Chair

JOB OVERVIEW:

Elected and serves as District Treasurer for one (1) year, with no term limit. The purpose of financial management in the operation of all OOTFA activities is to fulfill the association's mission in the most effective and efficient manner and to remain accountable to stakeholders, including members, funders, contractors, and the community. In order to accomplish this, OOTFA commits to providing accurate and complete financial data for internal and external use by the Board of Directors. The Board of Directors is ultimately responsible for the financial management of all OOTFA activities. It is crucial that complete and transparent records be maintained for the organization. This includes all district checking and savings accounts, all certificates of deposit, all restricted and unrestricted funds received and disbursed. The District Treasurer is authorized to act on the district's behalf on financial matters when action is required in advance of a meeting of the district.

RESPONSIBILITIES AND DUTIES:

1. Attend all district meetings and give an accurate accounting of all financial accounts.
2. Keep an accurate monthly cash journal/register (spreadsheet) recording all transactions on spreadsheet by the date of the transaction, not when the transaction cleared the bank or credit union.
3. Record all income/expenses in the general ledger. Maintain an additional spreadsheet for temporarily and permanently restricted funds to document they were used for the purpose they were received.
4. Upon receipt of bank/credit union statement at the beginning of the month, reconcile against the previous month's spreadsheet. Send copies of both documents to the State Treasurer.
5. Calculate the 20% due to the state for all income less rent. This includes donations and fundraisers but does not include scholarship donations. Mail this check to the State Treasurer.
6. Provide a written receipt for cash donations received over \$50 and retain a copy.
7. Record all expenses - paid by check only (No expenses shall be paid by cash.) Write the date and check number on all invoices, sales slips, or vouchers and keep for review. Keep track of expenses by type (unrestricted, temporarily restricted and permanently restricted).
 - A. Keep an accurate asset donation journal.
 - B. Document all donations, recording asset donations valued over \$75 by two types of donation (unrestricted, temporarily restricted and permanently restricted). Provide the donor a written receipt for donations over \$75 and include the OOTFA tax ID number for tax purposes. Retain a copy in district records.
8. Record sales or use of donated assets by type of donation. This includes raffles, auctions, and outright sales. Include sales, donation or scrapping of assets from Kielhorn grants prior to full depreciation (7 years). Document any fixed asset that is of no longer use.
9. All bank accounts require two (2) signatures for withdrawals. All district officers may sign checks and must be registered at the bank.
10. Maintain an accurate accounting of all fund-raising activities in the district on behalf of OOTFA.
11. Using the inventory form, maintain an inventory of district assets, all equipment and supplies, and send a copy of the district's inventory to the State Treasurer by May 1 of each year.
12. Maintain all records as outlines in the district records retention policy.
13. Close books on June 30th of each year. Records required are:
 - A. Cash journal (keep copy for district use)
 - B. Receipt books

- C. Check register
 - D. Cancelled checks (copies acceptable)
 - E. Paid receipts, vouchers, etc. (bills paid)
 - F. Temporary and permanently restricted fund receipts
 - G. Statements of compliance of use of temporary and permanently restricted funds from recipients
 - H. Bank and/or credit union statements
 - I. Donation receipts
 - J. Inventory list including date acquired, cost and method of acquisition
 - K. Signed Conflict of Interest
 - L. Code of Conduct
 - M. Delegation of Authority documents
 - N. Any other records not listed above
 - O. Send to State Treasurer by July 15th.
14. Miscellaneous
- A. Reimbursement Request (One per page)
 - B. Reimbursement Request (Two per page)
 - C. Records Retention Policy

OREGON OLDTIME FIDDLERS' ASSOCIATION (OOTFA) JOB DESCRIPTION

JOB TITLE: DISTRICT BottleDrop COORDINATOR

REPORTS TO: District Treasurer

INTRODUCTION

With a BottleDrop account, OOTFA can obtain funds from returning redeemable bottles and cans. BottleDrop charges a fee for the blue bags and stickers, a fee for handling per blue bag and a one-time fee to set up the payment at the time the first funds are requested. There is a one-time set up fee in addition to minimal fees for bags, stickers and handling.

JOB OVERVIEW:

Appointed by the District Chair for one (1) year, with no term limit. Responsible for collecting and redeeming bottles and cans for the District BottleDrop program.

RESPONSIBILITIES AND DUTIES

1. Getting Started:

- A. If a district account is not yet setup, request that the District Treasurer apply for an online account. A copy of OOTFA's IRS Letter of Determination and a letter on official letterhead authorizing district's use of OOTFA'S tax-exempt status is required to set up an account.
- B. Make arrangements to purchase the first round of blue BottleDrop bags and PUC coded stickers from the BottleDrop facility. This will require a check from the district's bank account to get started. Be sure to put a PUC coded sticker on each bag so the redemption will be credited to the proper account.
- C. Once there are funds in the BottleDrop account blue bags and stickers can be ordered via the districts online account. Obtain this information from the District Treasurer.
- D. All redeemable containers must be in blue BottleDrop bags. Be sure to remove any garbage, obvious non-redeemable containers, cardboard boxes, and six pack holders from the blue Bottle Drop bags.
- E. Distribute the blue BottleDrop bags throughout OOTFA district members as requested.
- F. Make special arrangements to collect redeemables at jams or allow people to drop bottle collections at coordinator's locations.
- G. Place all redeemable cans and bottles in blue BottleDrop bags, then drop off at the local BottleDrop center.
- H. Ask people to collect redeemables on their own, fill each blue BottleDrop bag as full as possible and take them to the drop off center; this helps take the work load off of the BottleDrop team. Ask businesses to donate redeemables from their break rooms. Make arrangements to collect these donations on a regular basis.

2. Requesting Funds

- A. Once the BottleDrop account begins to accumulate funds, the authorized BottleDrop Coordinator can purchase bags from those funds via the online account.
- B. There is a place on the online account page to request funds. A check for the amount requested will be mailed to the designated recipient.

3. Reporting and Use of Funds

All funds generated from the BottleDrop are donations. Be sure to notify the District Treasurer when a BottleDrop check is deposited so it can be entered on the monthly financial report.

OREGON OLDTIME FIDDLERS' ASSOCIATION (OOTFA) JOB DESCRIPTION

JOB TITLE: DISTRICT GREETER

REPORTS TO: District Chair

JOB OVERVIEW:

Appointed by the District Chair for one (1) year, with no term limit. Welcomes new members to the district. Welcomes attendees to district functions.

RESPONSIBILITIES AND DUTIES

1. Contact each new member who has given permission to be contacted as soon as possible and welcome them to the district. Provide directions on where to find information about OOTFA and what's going on in the district and Oregon.
2. Obtain new contact information from the District Membership Chair
3. Attend every public-invited event or obtain a substitute

OREGON OLDTIME FIDDLERS' ASSOCIATION (OOTFA) JOB DESCRIPTION

JOB TITLE: DISTRICT HOEDOWNER REPORTER

REPORTS TO: State Hoedowner Editor

JOB OVERVIEW:

Appointed by the District Chair for one (1) year, with no term limit. Collects newsworthy information from district members and writes an article of up to 300 words by the 14th of each month. The district officers remain the same during the year (June thru May) but make changes as needed. Requires computer skills for word processing and/or email.

RESPONSIBILITIES AND DUTIES:

1. Collect information from the district, including member news such as illness, anniversaries or birthdays.
2. Check with the District Chair and District Program Scheduler on the events planned for the coming month. Lists the dates, time and place of each event under Events section.
3. Ensure any member contact information is not shared publicly without their permission.
4. Ensure members' names are spelled correctly in the Hoedowner.
5. Obtain pictures from the District Public Relations Coordinator or other sources to submit to the State Hoedowner Editor.
6. Send the finished article for the district to the State Hoedowner Editor by the 14th of the month prior to the event.

OREGON OLDTIME FIDDLERS' ASSOCIATION (OOTFA) JOB DESCRIPTION

JOB TITLE: DISTRICT MEMBERSHIP CHAIR (DMC)

REPORTS TO: District Chair

JOB OVERVIEW:

Appointed by the District Chair for one (1) year, with no term limit. Collects membership dues on an annual calendar year basis. Fills out the appropriate membership forms, retains the duplicate copy of form and sends the money with original form to either the District Treasurer or the State Membership Chair (SMC). The majority of the work is during December, January, February & March but other months as needed. Keeps the District Chair up to date on district's membership trends. Attends district meetings and be available to collect dues.

RESPONSIBILITIES AND DUTIES:

1. Collects membership dues from those households living within the boundaries of the district...renewing members and new members. Membership dues cover the entire household for membership from January 1 thru December 31.
2. The current membership dues are as follows (subject to change) paid by cash or check only.
 - A. \$20 per year for our newsletter, "The Hoedowner" received in PDF format by email.
 - B. \$25 per year for our newsletter, "The Hoedowner" received in print by mail.
3. Renewing members pay the full amount whenever they pay during the year.
4. New member's dues are prorated: 3/4 in April, 1/2 in July and 1/4 in October
5. Collect money and complete the two-part OOTFA registration form for the family who registers.
6. Give current year members in the household membership cards when they pay.
7. Send the money and top copy of the form to either the District Treasurer for processing or directly to the State Membership Chair.
8. Keep the district copies of the registration forms together.
18. The SMC will provide you with a computer printout on the status of your district on a quarterly basis. Check this list against district records to ensure accuracy.
9. A step-by-step guideline for filling out the registration forms is available from the State Membership Chair upon request.

OREGON OLDTIME FIDDLERS' ASSOCIATION (OOTFA) JOB DESCRIPTION

JOB TITLE: DISTRICT PROGRAM SCHEDULER

REPORTS TO: District Chair

JOB OVERVIEW:

Appointed by the District Chair for one (1) year, with no term limit. Responsible for booking and scheduling performances by OOTFA District members at venues in the district.

RESPONSIBILITIES AND DUTIES

1. Schedule events and book performances that would provide an opportunity to either recruit new members, bring in funds or both
2. Avoid date conflicts with state and other OOTFA functions.
3. Attempt to arrange events three months in advance.
4. Provide the District Hoedowner Reporter with play dates, times, and places, addresses, and directions (if needed) within designated time frames to allow placement in Hoedowner.
5. Designate whether the event is a jam or gig, public or private.
6. Ensures performers are available for events. Where appropriate arrange for playlists.
7. Confirm performance date and time with venue.
8. Contact the District Sound Equipment Manager if a sound system is needed at an event.
9. Keep a log of all scheduled activities, dates, places and contact information as well as copies of any contracts for playing.

OREGON OLDTIME FIDDLERS' ASSOCIATION (OOTFA) JOB DESCRIPTION

JOB TITLE: DISTRICT PUBLIC RELATIONS COORDINATOR

REPORTS TO: District Chair

JOB OVERVIEW:

Appointed by the District Chair for one (1) year, with no term limit. Responsible for marketing, advertising and publicity for events in the district events. Requires a digital camera and computer skills to perform the duties.

RESPONSIBILITIES AND DUTIES

1. Attend district events and take pictures, get stories, get names of musicians, and information about venues. Obtain pictures, stories, names of musicians and information about venues.
2. Keep abreast of district upcoming events through the District Program Scheduler.
3. Post pictures of past events and notice of upcoming events on website and Facebook.
4. Publicize district events in community newspapers, radio stations and on-line media.
5. Coordinate with the District Hoedowner Reporter to include event pictures in the-Hoedowner.
6. Bring OOTFA flyers, event posters, flyers and event posters from all OOTFA districts to all district public events.
7. Create posters, fliers, banners and other promotional media to promote scheduled and annual events.
8. Ensures proper use of the name "Oregon Oldtime Fiddlers' Association" and our logo.
9. Update District Internet presence (i.e. Website, Facebook), if applicable.

OREGON OLDTIME FIDDLERS' ASSOCIATION (OOTFA) JOB DESCRIPTION

JOB TITLE: DISTRICT SOUND EQUIPMENT MANAGER

REPORTS TO: District Chair

JOB OVERVIEW:

Appointed by the District Chair for one (1) year, with no term limit. Responsible for storage, transport, setup and operation of district sound equipment. This may be a volunteer or paid position based on the district's requirements.

RESPONSIBILITIES AND DUTIES

1. Keep the sound equipment in good repair and know how to operate it.
2. Be available at all needed performances and events to set up, operate and tear down the sound equipment within the allotted time frame.
3. Stay in contact with the District Program Scheduler to be aware of events where the sound system is needed.
4. Transport and provide safe storage of the sound equipment.
5. If unavailable for a scheduled event, attempt to find a substitute and inform the District Chair and the District Program Scheduler.

OREGON OLDTIME FIDDLERS' ASSOCIATION (OOTFA) JOB DESCRIPTION

JOB TITLE: VARIOUS

REPORTS TO: State President or District Chair

JOB OVERVIEW:

There are several other volunteer positions that can be filled by appointment by the State President and/or the District Chair. Duties for each job can be defined by the State President and each District Chair to meet the needs. These include but not limited to:

1. State Public Relations Coordinator
2. State Bylaws Coordinator
3. State Convention Coordinator
4. State Webmaster
5. State Contest Director
6. State Name Badge Coordinator
7. District Kitchen Coordinator
8. District Set-Up/Clean-Up Coordinator
9. District Storage Manager
10. District Instrument Check Coordinator
11. District Special Event Coordinator
12. District Webmaster